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Indiana Secretary of State  
Todd Rokita

# Fellowship Program



*Summer 2007*

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## About Secretary Rokita



Secretary of State Todd Rokita was elected to office in 2002 as the youngest Secretary of State at the time. This is his first elected office.

As Indiana's chief election official, Secretary Rokita continues to work on reforming Indiana's election practices to ensure Indiana's elections are fair, accurate and accessible. By embracing technology and accountability, Secretary Rokita is leading the effort to make Indiana a model for 21st Century election administration. As Secretary of State, Rokita continues to bring better accuracy, integrity and accessibility to the state's electoral process. Secretary Rokita has pioneered Indiana's first statewide voter file and efforts to clean up bloated voter rolls. He has championed Indiana's first Voter ID law, which has become a model for other states. Secretary Rokita has also introduced a pilot program to bring Vote Centers to Indiana, helping Hoosiers vote anywhere in the county in which they live.

Secretary Rokita is active in the National Association of Secretaries of State (NASS), and will serve as the organization's president beginning in 2007 after recently completing his term as Treasurer of NASS. Secretary Rokita visits each of Indiana's 92 counties at least once each year, and was recently named as one of the "40 under 40" by the Indianapolis Business Journal.

Rokita was elected by his peers nationally to serve on the nine-member Executive Board of the federal Election Assistance Commission's Standards Board. The Commission is charged by law to address election reform issues on a nation-wide basis. Secretary Rokita has spoken on Indiana's model election reforms from coast to coast and has testified before the United States Congress, spoken to elected officials from across the country at the Helping America Vote Summit on Election Reform in San Diego, and before local election administrators in other states. Secretary Rokita has also served as Chair of NASS' New Millennium Young Voters Summit of 2004, Chair of the standing Voter Participation Committee and Vice Chair of the Securities Regulation Committee.



Secretary Rokita also serves as Indiana's chief securities fraud investigator. Secretary Rokita's office has closed hundreds of enforcement actions against violators of securities law, uncovered investor fraud scams, and helped secure numerous felony convictions and millions of dollars in restitution and fines. By working with law enforcement throughout the state, his office has helped to file charges in 22 high-profile investment fraud cases in Indiana, and has a 15 to 1 conviction-to-dismissal record, with over 150 years of jail time sentenced to-date.

In his role as the head of Indiana's Business Services Division, Secretary Rokita has continued making Indiana a pioneer in e-government initiatives. From searching corporate documents to searching and securing trademarks and names online, Secretary Rokita has helped economic development by taking many common and paper-intensive tasks online. Secretary Rokita also chairs the Business Law Survey Commission which continues to update Indiana's corporate laws to make the state more attractive to businesses looking for a place to incorporate.

## Program Overview

The summer fellowship program includes three months of hands on experience at the Secretary of State's office.

The respective hours are 10 a.m. to 4 p.m. Monday through Friday. Fellows are expected to wear appropriate professional dress attire. Duties assigned to the Fellows include special projects, and duties essential to the daily operations of servicing Hoosier taxpayers.



## Organization of the Office

The Executive Office, located in the Indiana Statehouse, oversees the overall policy, management, and budgeting for the entire office. Three main divisions comprise the balance of the office: Elections, Business Services, and Securities.

**Elections** - The Elections Division assists the Secretary of State in carrying out the responsibilities assigned as Indiana's chief elections officer. The bipartisan division is comprised of an equal number of Democrats and Republicans. The division's administrative responsibilities include overseeing the candidate declaration process, certifying election results, and maintaining campaign finance reports. The Secretary of State also serves as chairperson for the Indiana Recount Commission and participates in voter outreach projects aimed at increasing voter participation. The Indiana Election Commission, as opposed to the Division, is an independently appointed Commission of two Republicans and two Democrats. The commission deals with questions associated with violations of the Indiana election laws, and with the imposition of penalties.



**Business Services** - The Business Services Division administers all business-related responsibilities for the Secretary of State including the chartering of new businesses, the filing of commercial liens, and the issuance of trademarks, notaries public and summonses.

**Securities** - The Securities Division oversees Indiana's securities industry. The division is charged with protecting Hoosier investors by bringing enforcement actions against companies and individuals selling securities in violation of Indiana's securities laws and by educating Hoosiers about prudent investing. Over the past four years, the division has imposed a record amount in fines and penalties against scam artists preying upon unsuspecting Hoosier investors.



### ELIGIBILITY

The Secretary of State Fellowship Program is open to any college student at a sophomore standing or higher. Candidates must have a maintained grade point average of 3.0 or higher.

### SELECTION

The Office of the Indiana Secretary of State will review each application individually. Those who qualify will be contacted for an interview. Interviews will begin the week of May 1<sup>st</sup> 2007.

### APPLICATION MATERIALS

If you have questions concerning the fellowship program, please contact the Secretary of State's Office at (317) 232-6681. All candidates need to submit the following to be considered for the Fellowship program.

- Current Transcripts
- Required Essays
- 2 Letters of Recommendation
- Current Resume
- Completed Application

### Mail to:

The Secretary of State's  
Fellowship Program  
State House, Room 201  
200 W. Washington Street  
Indianapolis, IN 46204-2797  
ATTN: John F. Schaefer  
Director of Operations



**Office of the Indiana Secretary of State Todd Rokita  
Fellowship Program Official Application**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Permanent Address (*if different from above*) \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Education**

Institution: \_\_\_\_\_

Location: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

**Honors and Activities (Please attach a separate document, if necessary):**

## Work Experience

*(A resume containing all requested information may be submitted for this portion of the application)*

Name/Location:  
Dates of Employment:  
Position:  
Responsibilities:

Name/Location:  
Dates of Employment:  
Position:  
Responsibilities:

Name/Location:  
Dates of Employment:  
Position:  
Responsibilities:

## Hobbies and Special Interests

Two letters of recommendation must be submitted with the application. List the names and positions of references below.

Reference:  
Position:

Reference:  
Position:

## Essay

Please include a brief typewritten essay in response to the following questions:

- 1) What do you see as the greatest challenge facing the State of Indiana? What role can the government play in confronting the challenge?
- 2) What do you think has been the Secretary of State's greatest Accomplishment to date?